

Aziza Adam

Freelance Transcriber

Cairo

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Professional Summary:

Freelance (transcriber, translator) with over [6] years of successful experience in [transcription] and [Translation].

Recognized consistently for performance excellence and contributions to success in [Artificial intelligence development] industry.

Skills

- Skilled in [TCS]
- Skilled in [Loft]
- Skilled in [Appen platform]
- Skilled in [Baidu platform]
- Skilled in [Voice over recording]
- Skilled in [Social Media Evaluation]
- Verbal and written communication
- Speech recognition technology
- Quality control guidelines

Work History

- **Transcriber, Appen connect**
Cairo, Cairo|2017- Current
 - Listened to recorded dictation and transcribed information using [TCS].
 - Met all confidentiality guidelines as directed by company.
 - Maintained logs of incoming dictation projects and transcription records.
 - Reviewed and edited transcribed reports and corrected material for spelling, grammar and clarity.
- **Transcriber**
LOC-PROS Cairo, Cairo | 2019 - 2021
 - Listened to recorded dictation and transcribed information using, [LXT Studio] and [loft].
 - Followed up with [QA] to confirm accuracy of reports.
 - Performed freelance work with flexibility to meet employer-set deadlines.
 - Independently contracted, working through and online portal.

- **Social Media Evaluation , Appen connect
Cairo, Cairo |2020 – Current**
 - Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.
 - Conducted research, gathered information from multiple sources and presented results.
 - Evaluated diverse organizational systems to identify workflow, communication and resource utilization issues.
- **Social Media Labeling, Appen connect
Cairo, Cairo |2018 – Current**
 - Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
 - Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.
 - Proved successful working within tight deadlines and fast-paced atmosphere.

Education

- **Bachelor of Education - Sep 1996 - Sep 2000**
Ain Shams | Egypt

Computer Skills

- MS Office (Word, Excel, Outlook, PowerPoint)
- Google Drive (Docs, Sheets, Slides, Forms)
- Typing Speed: (100 Word Per Minute)
- Social Media (Facebook, Twitter, Instagram, Snapchat, Pinterest)

Language Skills

- Arabic: Native/Bilingual
- English: Full Professional Proficiency

Soft Skills

- Creativity.
- Critical Thinking.
- Problem Solving.
- Communication.
- Teamwork Skills.

Certifications

- Nero-linguistic Programming Dec 2009